

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - PATTON

JOB CLASSIFICATION: CARPENTER I
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Carpenter Supervisor erect, maintains and repairs various buildings and structures; make rough sketches and cost estimates; requisition stores and supplies; advises in the selection of building materials; keep records and make simple reports; and may instruct and lead unskilled assistants.

70% Constructs, repairs, and maintains various hospital buildings, structures and equipment.

- Removes and replaces rusted or broken hardware.
- Repairs and/or constructs partitions, doors, and windows.
- Grade, form, pour, and finish concrete
- Building framework using power tools such as, saws, drills, planer, sanders or hand tools such as planes, chisel, rasps, and saws according to written and oral instructions.
- Replaces glass windows with glass or polycarbonate plastic sheets.
- Repairs or replaces acoustic ceiling tile.
- Installs floor covering, including linoleum, VCT, and installs cove and wood baseboards.
- Repairs leaky roofs
- Builds and repairs to chain link fences
- Use of hand and power tools according to written and oral instructions.
- Assembles and repairs various patient related activity equipment.
- Occasionally operates automotive equipment and hauls material (Valid California Driver's License and Defensive Driver Permit is required contingent on the class of vehicle to be driven, in accordance with Administrative Directive 7.07)

20% Estimate quantity of materials needed and requisition goods and materials.

- Make rough sketches
- Prepare purchase requests for ordering of materials lumber, hardware, and other supplies

10% Maintain accurate record keeping.

- Keeps shop records.
- Completes daily time sheet
- Completes daily inventory control records according to policy and procedure.

2. SUPERVISION RECEIVED

Carpenter I is under the supervision of the Carpenter Supervisor.

3. SUPERVISION EXERCISED

No line supervision exercised, however, may be responsible for instructing and leading BMW, Laborers, or unskilled assistants.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles, methods, materials tools, and equipment used in carpentry; Safety Orders of the Division of Industrial Safety applicable to Carpentry; and Building codes.

ABILITY TO:

Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions. Produce both rough and finished carpentry, use hand and power carpentry tools, read and write English at a level required for successful job performance; work from blueprints and interpret plans and specifications; recognize lumber grades and types; keep records and make simple reports; prepare rough sketches of carpentry work; and make estimates of material and labor; follow oral and written instructions; instruct and lead unskilled assistants.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard-free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- Knowledge and ability to perform skilled carpentry task and maintenance
- Ability to stay on task and complete assignments in a timely manner.
- Knowledge of tool control.
- Plant Operations Safety Plan
- Lead and Asbestos awareness
- Ability to bend; reach; ascent stairs, slopes and inclines; work at heights applicable to trade demands; and labor in the outdoors in all weather conditions.

TECHNICAL PROFICIENCIES

- Follow oral and written instructions

Carpenter I Duty Statement Cont'd

- Knowledge and experience in performing the duties of a Journey Level Carpenters, as set forth in the SPB Specifications.
- Completion of carpentry apprenticeship or equivalent experience.
- Work from ladders, scaffolds, and high lift equipment
- Read and write English at a level appropriate to the classification
- Estimate materials needed

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

7. TRAINING – TYPE II - GENERAL

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS (FLSA)

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public;
- Comply with Hospital policies and procedures.

Employee may be asked to respond to a call back for health and safety issues, after any shift and schedule, in a variety of settings throughout the Hospital in accordance with Facility Operations Call Back Procedures for BU 12 & 13 Employee and as determined by the operational needs of the Hospital.

All employees are required to have an annual health review pursuant to Administrative Directive (AD) 4.14 and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

Glenn Anderson
Supervisor's Signature

Glenn Anderson
Print Name

12.23.21
Date

Joseph Rocha
Reviewing Officer Signature

Joseph Rocha
Print Name

12/23/2021
Date